

On August 4, 2016 at 10:02 am, the SWANA Keystone Chapter Board of Directors Meeting was held via conference call. Those in attendance were:

Officers

Bob Zorbaugh
Sean Sweeney
Larry Taylor
Tim Hartman

Board of Directors

Mike Engel
Tom Lock
Scott McGrath
Michele Nestor
Chuck Raudenbush
Bob Watts

Committee Chairs, Members & Visitors

David Horne
Chanda Martino
Denise Wessels

Approve Minutes of June 2, 2016 – **Mr. Sweeney** requested approval for the June 2, 2016 minutes. **Mr. Raudenbush** moved the minutes be approved. **Mr. Watts** seconded. Vote was called; the motion passed unanimously.

Treasurer's Report – **Mr. Taylor** submitted the following documents:

- June/July Bank Reconciliation
- Transactions since last meeting
- April Mini-Tech Summary
- Rodeo Summary
- Fall Conference Summary
- Current Budget vs. Actual
- Draft Budget

Mr. Taylor reviewed the Bank Reconciliations and Transaction reports and requested approval of those documents. **Mr. Sweeney** moved to approve the Bank Reconciliations and Transaction reports. **Mr. Lock** seconded. Vote was called and the motion passed unanimously.

Mr. Taylor reviewed where we are with the Fall Conference. Brief discussion followed. **Mr. Taylor** reviewed the draft budget and requested any input, comments, or suggestions for next year's budget, to be forwarded to him.

Copies of all Treasurer's Reports are attached and hereto made part of the minutes.

COMMITTEE REPORTS

Legislative Policy

Mr. Raudenbush reported Legislators are out of session and it's an election year so there won't be much happening. Before they went out of session, Legislators and the Governor took a 9 million reduction from recycling. Brief discussion followed.

Mr. Raudenbush reported there was a long battle regarding the Covered Device Electronics Act. **Ms. Nestor** shared that the joint letter that Keystone SWANA backed regarding Representative Ross's Amendment to CDRA was successful in aiding the halt of that proposal. Brief discussion followed.

Discussion about All In/All Out policy.

Membership/Marketing Plan

Ms. Cristofolletti was not in attendance.

Newsletter

Mr. Raudenbush was not in attendance.

Nominating

Mr. Sweeney reported the ballots were emailed to all members and he has received approximately 10 ballots so far. Ballots can be handed in right up until the Board meeting following the Fall Conference in September.

Program/Training

Fall Conference

Ms. Nestor reported on the Fall Conference. A DEP Update was added to Thursday breakfast and DEP also agreed to allow their employees to attend the Conference. Advertising has been ramped up in the last month. We are getting sponsors but the amounts they are giving are down from previous years. There are more Plenary Sessions added this year. She expects many last minute registrations.

Mini-Tech Seminars

Ms. Wessels submitted an update to the Board, a copy is attached and hereto included in the minutes. The Drone MiniTech is scheduled for October 21st at Northern Tier Solid Waste Authority. The registration form has been submitted to be added to the Keystone SWANA website. Ideas for future Mini-Tech Seminars should be forwarded to **Ms. Wessels**.

A copy of the above mentioned report is attached and hereto made part of the minutes.

Road-E-O

Mr. Watts reported Delaware State Solid Waste Authority recently agreed to host the 2017 Road-E-O along with the Mid-Atlantic Chapter.

Safety

Mr. Horne reported he has been in contact with **Ms. Yeckel** and is getting up to speed. He gave a brief overview of his ideas for his focus as Safety Ambassador. He plans to submit an article for the upcoming newsletter.

Mr. Zorbaugh thanked **Mr. Horne** for his commitment to the Chapter in the position of Safety Ambassador.

Scholarships

Mr. Wehler was not in attendance.

Website

Ms. Martino presented her research on Association Software options. After presenting the benefits and doubts of each option, **Ms. Martino** recommended moving to Wild Apricot for the Chapter's website, marketing, and communication needs. A discussion followed and **Mr. Zorbaugh** moved to engage Wild Apricot, at Level 1. A vote was called and the motion passed unanimously. The move to Wild Apricot is scheduled to follow the Fall Conference.

Copy of the Association Software Options report is attached and hereto made part of the minutes.

Mr. Taylor noted that due to the move, we will be unable to accept credit cards for the October Drone MiniTech.

Young Professionals

Ms. Antolick was not in attendance.

International

Mr. Watts plans to have a substantial update at the September meeting after the International Board Meeting at Wastecon in August. He reported SWANA membership is at an all-time high, programs have exceeded budget, and they are significantly in the black.

CHAPTER CALENDAR

JANUARY 2016

- Thursday, 1/7, 10 am, **Board Meeting Conference Call**
- Submit articles for winter newsletter
- Email 14th Annual Mid-Atlantic Regional Road-E-O announcement
- Program Committee initiates planning for 18th Fall Conference
- Receive Scholarship applications from SWANA Headquarters
- Send Scholarship announcement to members

FEBRUARY 2016

- Distribute winter newsletter via email

MARCH 2016

- Thursday, 3/3, 10 am, **Board Meeting Conference Call**
- Mail exhibitors and sponsorship announcement for 18th fall conference
- Program Committee completes planning for Fall Conference

APRIL 2016

- Thursday, 4/7, **Board Meeting Conference Call**
- Thursday, 4/12, 9 am **Safety Summit, Best Western Premier Hotel & Conference Center, Harrisburg**
- 4/29, Chapter Scholarship Application Deadline

MAY 2016

- Thursday, 5/5, 10 am, **Board Meeting at Modern Landfill, York, PA**
- Nominating Committee presents Slate of Officers and Directors for election
- Friday, 5/20, **Mid-Atlantic Regional ROAD-E-O Northern Tier Solid Waste Authority, Burlington, PA**

JUNE 2016

- 6/1, Deadline for submittal of Grant H. Flint Scholarship recommendations to SWANA Headquarters
- Thursday, 6/2, 10 am, **Board Meeting Conference Call**
- Email registration announcement for 18th Fall Conference
- Review annual budget

JULY 2016

No Activities planned

AUGUST 2016

- Thursday, 8/4, 10 am, **Board Meeting Conference Call**
- Program Committee prepares program for the Fall Conference

SEPTEMBER 2016

- 9/7 – 9/8, **18th Annual Joint Fall Conference, Hilton Harrisburg, Harrisburg**

- **9/8, Chapter Annual Business Meeting and Election** immediately following Fall Conference
- 9/15, deadline to submit articles for fall newsletter
- Chapter Fiscal Year Ends

OLD BUSINESS

No Old Business

NEW BUSINESS

Appoint new Scholarship Committee Chair

Mr. Wehler would like to resign as Scholarship Committee Chair at the end of the year. **Mr. Zorbaugh** recommended **Mr. Dan Brown** of LCSWMA to take the position next year. **Mr. Raudenbush** moved to appoint **Mr. Brown** as Scholarship Committee Chair starting the new Fiscal Year. **Mr. Watts** seconded the motion and the Board unanimously passed the motion.

Mr. Zorbaugh requested volunteers for new Scholarship Committee members. **Mr. Raudenbush** and **Mr. Lock** expressed interest in joining the committee.

NEXT MEETING

The next regularly scheduled meeting of the Keystone Chapter Board of Directors will be held at Hilton Harrisburg on September 8, 2016 immediately following the Fall Conference.

ADJOURN

There being no further business to come before the Board, a motion to adjourn was made by **Mr. Taylor**, second by **Mr. Lock** at 10:59 am.

Respectfully Submitted,

Chanda Martino

9:52 AM

07/18/16

**PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1001 PNC Bank - Operating, Period Ending 06/30/2016**

	<u>Jun 30, 16</u>
Beginning Balance	102,497.76
Cleared Transactions	
Checks and Payments - 9 items	-15,995.08
Deposits and Credits - 20 items	18,440.52
Total Cleared Transactions	<u>2,445.44</u>
Cleared Balance	<u>104,943.20</u>
Uncleared Transactions	
Deposits and Credits - 2 items	216.92
Total Uncleared Transactions	<u>216.92</u>
Register Balance as of 06/30/2016	<u>105,160.12</u>
New Transactions	
Checks and Payments - 3 items	-3,648.10
Total New Transactions	<u>-3,648.10</u>
Ending Balance	<u><u>101,512.02</u></u>

2:43 PM

08/02/16

**PA Keystone Chapter of Solid Waste Association of N.America
Reconciliation Summary
1001 PNC Bank - Operating, Period Ending 07/31/2016**

	<u>Jul 31, 16</u>
Beginning Balance	104,943.20
Cleared Transactions	
Checks and Payments - 6 items	-3,754.66
Deposits and Credits - 20 items	11,652.19
Total Cleared Transactions	<u>7,897.53</u>
Cleared Balance	<u>112,840.73</u>
Uncleared Transactions	
Checks and Payments - 4 items	-6,000.00
Deposits and Credits - 1 item	409.02
Total Uncleared Transactions	<u>-5,590.98</u>
Register Balance as of 07/31/2016	<u>107,249.75</u>
New Transactions	
Checks and Payments - 1 item	-2,114.57
Total New Transactions	<u>-2,114.57</u>
Ending Balance	<u><u>105,135.18</u></u>

3:37 PM

PA Keystone Chapter of Solid Waste Association of N.America

Transactions by Account

March 3 thru May 31, 2016

08/02/16

Accrual Basis

Type	Date	Num	Name	Memo	Amount
1001 PNC Bank - Operating					
Bill Pmt -Check	06/06/2016	442	PROP Waste Watchers		-500.00
Bill Pmt -Check	06/08/2016	441	Norther Tier Solid Waste Authority		-10,286.90
Bill Pmt -Check	06/15/2016	443	SWANA National		-500.00
Bill Pmt -Check	06/17/2016	VISA	SWANA National		-650.00
Bill Pmt -Check	06/27/2016	VISA	Constant Contact		-21.20
Bill Pmt -Check	06/27/2016	VISA	Phone.com, Inc		-11.48
Bill Pmt -Check	06/28/2016	Visa	Newegg		-279.00
Bill Pmt -Check	07/05/2016	444	Chanda Martino		-2,402.60
Bill Pmt -Check	07/05/2016	445	Chanda Martino		-35.20
Bill Pmt -Check	07/07/2016	446	SWANA National		-1,210.30
Bill Pmt -Check	07/20/2016	ACH	Corporate ACH Check Order		-73.88
Check	07/28/2016	450	Makenzie Witmer & PA College of ...		-960.00
Check	07/28/2016	447	Paige Hoheneder & Fairleigh Dickin...		-2,100.00
Check	07/28/2016	449	Jacob Myers & Indiana Univ		-1,260.00
Check	07/28/2016	448	Jacob Klecko & West Chester Univ		-1,680.00
Bill Pmt -Check	07/28/2016	Visa	Constant Contact		-21.20
Bill Pmt -Check	07/28/2016	Visa	Phone.com, Inc		-11.48
Bill Pmt -Check	08/02/2016	451	Chanda Martino		-2,114.57
Total 1001 PNC Bank - Operating					-24,117.81
TOTAL					-24,117.81

10:08 AM

07/18/16

Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America
April MiniTech 2016 SUMMARY REPORT
 January 5 through April 15, 2016

	<u>Jan 5 - Apr 15, 16</u>
Ordinary Income/Expense	
Income	
4120 Special Events Income	
4150 Mini Tech Seminar registra	3,220.45
Total 4120 Special Events Income	<u>3,220.45</u>
Total Income	3,220.45
Expense	
5020 Special Events Exp	
50400 MINI Tech Expenses	3,133.98
Total 5020 Special Events Exp	<u>3,133.98</u>
Total Expense	<u>3,133.98</u>
Net Ordinary Income	<u>86.47</u>
Net Income	<u><u>86.47</u></u>

Credit Card Reversal

- 95.00

- 8.53

3:16 PM

08/02/16

Accrual Basis

PA Keystone Chapter of Solid Waste Association of N.America
Rodeo 2016 Summary
 February 1 through July 15, 2016

	<u>Feb 1 - Jul 15, 16</u>
Ordinary Income/Expense	
Income	
4120 Special Events Income	
4255 Road EO Revenue	10,769.41
Total 4120 Special Events Income	<u>10,769.41</u>
Total Income	10,769.41
Expense	
5020 Special Events Exp	
5050 Rodeo Expense	11,861.79
Total 5020 Special Events Exp	<u>11,861.79</u>
Total Expense	<u>11,861.79</u>
Net Ordinary Income	<u>-1,092.38</u>
Net Income	<u><u>-1,092.38</u></u>

PA Keystone Chapter of Solid Waste Association of N.America
FALL CONFERENCE 2016 SUMMARY REPORT
November 5, 2015 through November 4, 2016

	<u>Nov 5, '15 - Nov 4, 16</u>
Ordinary Income/Expense	
Income	
4120 Special Events Income	
4130 FALL Conf. Revenue	35,630.48
Total 4120 Special Events Income	<u>35,630.48</u>
Total Income	35,630.48
Expense	
5020 Special Events Exp	
5030 Fall conference expenses	
5032 Secretariat Labor	2,085.00
5034 Secretariat Expenses	138.19
5030 Fall conference expenses - Other	986.08
Total 5030 Fall conference expenses	<u>3,209.27</u>
Total 5020 Special Events Exp	<u>3,209.27</u>
Total Expense	<u>3,209.27</u>
Net Ordinary Income	<u>32,421.21</u>
Net Income	<u><u>32,421.21</u></u>

Profit & Loss Budget vs. Actual

October 1, 2015 through August 2, 2016

	Oct 1, '15 - Aug 2, ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4120 Special Events Income				
4130 FALL Conf. Revenue	35,845.48	36,015.17	-169.69	99.5%
4140 Special Events Cont.	0.00	328.57	-328.57	0.0%
4150 Mini Tech Seminar registra	3,532.39	4,750.00	-1,217.61	74.4%
4160 MOLO Seminars	0.00	0.00	0.00	0.0%
4255 Road EO Revenue	10,789.41	12,000.00	-1,210.59	89.9%
4260 Events Sales (Nongift)	0.00	0.00	0.00	0.0%
4300 Program Service Fees	0.00	0.00	0.00	0.0%
4120 Special Events Income - Other	0.00	1,300.00	-1,300.00	0.0%
Total 4120 Special Events Income	50,167.28	54,393.74	-4,226.46	92.2%
4301 Program Income				
4500 Membership Dues	10,528.00	10,958.28	-430.28	96.1%
Member Assessments	0.00	0.00	0.00	0.0%
4301 Program Income - Other	0.00	0.00	0.00	0.0%
Total 4301 Program Income	10,528.00	10,958.28	-430.28	96.1%
4310 Direct Public Grants				
4311 Corp and Business Grants	0.00	0.00	0.00	0.0%
4312 Nonprofit Org. Grants	0.00	0.00	0.00	0.0%
4310 Direct Public Grants - Other	0.00	0.00	0.00	0.0%
Total 4310 Direct Public Grants	0.00	0.00	0.00	0.0%
4315 Government Grants				
4316 Federal Grants	0.00	0.00	0.00	0.0%
4317 State Grants	0.00	0.00	0.00	0.0%
4318 Local Government Grants	0.00	0.00	0.00	0.0%
4315 Government Grants - Other	0.00	0.00	0.00	0.0%
Total 4315 Government Grants	0.00	0.00	0.00	0.0%
4320 Direct Public Support				
4321 Corporate Contributions	0.00	0.00	0.00	0.0%
4322 Individ, Business Contrib.	0.00	0.00	0.00	0.0%
4323 Gifts in Kind - Goods	0.00	0.00	0.00	0.0%
4320 Direct Public Support - Other	0.00	0.00	0.00	0.0%
Total 4320 Direct Public Support	0.00	0.00	0.00	0.0%
4400 Indirect Public Support				
4410 United Way, CFC Contrib.	0.00	0.00	0.00	0.0%
4400 Indirect Public Support - Other	0.00	0.00	0.00	0.0%
Total 4400 Indirect Public Support	0.00	0.00	0.00	0.0%
4800 Newsletter Advertising	0.00	1,300.00	-1,300.00	0.0%
4850 Miscellaneous Revenue				
4851 Other Types of Income	0.00	241.24	-241.24	0.0%
4853 Returned Check Charges	0.00	0.00	0.00	0.0%
4850 Miscellaneous Revenue - Other	0.00	0.00	0.00	0.0%
Total 4850 Miscellaneous Revenue	0.00	241.24	-241.24	0.0%
4900 Interest-Savings, checking	0.00	0.00	0.00	0.0%
4910 Investments;SWANA CD	0.00	0.00	0.00	0.0%
Total Income	60,695.28	66,893.26	-6,197.98	90.7%
Expense				
3000 Miscellaneous				
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
3000 Miscellaneous - Other	0.00	0.00	0.00	0.0%
Total 3000 Miscellaneous	0.00	0.00	0.00	0.0%

PA Keystone Chapter of Solid Waste Association of N.America

Profit & Loss Budget vs. Actual

October 1, 2015 through August 2, 2016

08/02/16

Accrual Basis

	Oct 1, '15 - Aug 2, ...	Budget	\$ Over Budget	% of Budget
5020 Special Events Exp				
5030 Fall conference expenses				
5032 Secretariat Labor	2,085.00	1,791.15	293.85	116.4%
5034 Secretariat Expenses	138.19	0.00	138.19	100.0%
5036 Partner Disbursement	0.00	12,000.00	-12,000.00	0.0%
5030 Fall conference expenses - Other	986.08	175.67	810.41	561.3%
Total 5030 Fall conference expenses	3,209.27	13,966.82	-10,757.55	23.0%
50400 MINI Tech Expenses	4,257.78	2,646.50	1,611.28	160.9%
5050 Rodeo Expense	11,861.79	10,750.00	1,111.79	110.3%
5020 Special Events Exp - Other	0.00	0.00	0.00	0.0%
Total 5020 Special Events Exp	19,328.84	27,363.32	-8,034.48	70.6%
6000 Advertising	500.00	0.00	500.00	100.0%
6010 Awards and Grants				
6011 Scholarship Award	6,650.00	10,000.00	-3,350.00	66.5%
6020 Cash Awards and Grants	500.00	500.00	0.00	100.0%
6025 Benefits To/For Members	0.00	0.00	0.00	0.0%
6030 Specific Assist Individual	0.00	100.00	-100.00	0.0%
6010 Awards and Grants - Other	0.00	5.81	-5.81	0.0%
Total 6010 Awards and Grants	7,150.00	10,605.81	-3,455.81	67.4%
6320 Operation Expenses				
2820 Business Expenses				
6180 Insurance	0.00	0.00	0.00	0.0%
6181 Ins. - Liability, D & O	1,210.30	90.32	1,119.98	1,340.0%
6182 Property Insurance	0.00	0.00	0.00	0.0%
6230 Business Registration Fees	0.00	0.00	0.00	0.0%
6557 Bank Charges	0.00	0.00	0.00	0.0%
2820 Business Expenses - Other	0.00	0.00	0.00	0.0%
Total 2820 Business Expenses	1,210.30	90.32	1,119.98	1,340.0%
6325 Contract Services				
6326 Secretariat	13,920.00	8,400.00	5,520.00	165.7%
6327 Accounting Fees	705.00	675.00	30.00	104.4%
6328 Legal Fees	0.00	0.00	0.00	0.0%
6329 Outside Contract Services	0.00	0.00	0.00	0.0%
6330 Fundraising Fees	0.00	0.00	0.00	0.0%
6331 Donated Prof Fees - GAAP	0.00	0.00	0.00	0.0%
6325 Contract Services - Other	0.00	0.00	0.00	0.0%
Total 6325 Contract Services	14,625.00	9,075.00	5,550.00	161.2%
6450 Facilities and Equipment				
6451 Depr and Amort - Allowable	0.00	0.00	0.00	0.0%
6455 Equip Rental and Maint	0.00	100.00	-100.00	0.0%
6458 Rent, Parking, Utilities	0.00	0.00	0.00	0.0%
6450 Facilities and Equipment - Other	0.00	0.00	0.00	0.0%
Total 6450 Facilities and Equipment	0.00	100.00	-100.00	0.0%
6550 Books Subscrip. Reference	0.00	0.00	0.00	0.0%
6551 Internet Fees	210.00	0.00	210.00	100.0%
6552 Postage, Mailing Service	19.60	0.00	19.60	100.0%
6553 Printing and Copying	0.00	0.00	0.00	0.0%
6554 Supplies	1,056.40	228.11	828.29	463.1%
6555 Telephone, Telecommun	1,073.92	1,387.91	-313.99	77.4%
6320 Operation Expenses - Other	0.00	0.00	0.00	0.0%
Total 6320 Operation Expenses	18,195.22	10,881.34	7,313.88	167.2%
6600 Expenses; Other				
2630 Other Costs	0.00	0.00	0.00	0.0%
6610 Memberships and Dues	0.00	100.00	-100.00	0.0%
6630 Staff Development	0.00	0.00	0.00	0.0%
6600 Expenses; Other - Other	0.00	0.00	0.00	0.0%
Total 6600 Expenses; Other	0.00	100.00	-100.00	0.0%

PA Keystone Chapter of Solid Waste Association of N.America
Profit & Loss Budget vs. Actual
 October 1, 2015 through August 2, 2016

	Oct 1, '15 - Aug 2, ...	Budget	\$ Over Budget	% of Budget
6800 Program Expenses				
6556 Officers exp.	0.00	0.00	0.00	0.0%
6810 Secretariat reimb exp	1,905.89	386.10	1,519.79	493.6%
6840 Travel and Meetings				
6842 Conf. Convention, Meeting	0.00	0.00	0.00	0.0%
6844 Travel	32.32	0.00	32.32	100.0%
6850 Fall Conference Expenses	0.00	0.00	0.00	0.0%
6840 Travel and Meetings - Other	0.00	0.00	0.00	0.0%
Total 6840 Travel and Meetings	32.32	0.00	32.32	100.0%
6800 Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 6800 Program Expenses	1,938.21	386.10	1,552.11	502.0%
6855 Prior Year Fall Conf. Exp.	0.00	0.00	0.00	0.0%
6900 Reconcilliation Discrep.	0.00	0.00	0.00	0.0%
Total Expense	47,112.27	49,336.57	-2,224.30	95.5%
Net Ordinary Income	13,583.01	17,556.69	-3,973.68	77.4%
Other Income/Expense				
Other Income				
Interest Income 7000	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
1999 Ask My Accountant	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	13,583.01	17,556.69	-3,973.68	77.4%

PA Keystone Chapter of Solid Waste Association of N.America
Profit & Loss Budget Overview *Draft*
 October 2016 through September 2017

	Oct '16 - Sep 17
Ordinary Income/Expense	
Income	
4120 Special Events Income	
4130 FALL Conf. Revenue	69,731.97
4140 Special Events Cont.	328.57
4150 Mini Tech Seminar registra	4,966.03
4160 MOLO Seminars	0.00
4255 Road EO Revenue	0.00
4260 Events Sales (Nongift)	0.00
4120 Special Events Income - Other	1,300.00
Total 4120 Special Events Income	76,326.57
4301 Program Income	
4500 Membership Dues	14,989.80
Total 4301 Program Income	14,989.80
4800 Newsletter Advertising	1,300.00
4850 Miscellaneous Revenue	
4851 Other Types of Income	592.39
4853 Returned Check Charges	0.00
Total 4850 Miscellaneous Revenue	592.39
4900 Interest-Savings, checking	3.23
Total Income	93,211.99
Expense	
5020 Special Events Exp	
5030 Fall conference expenses	
5032 Secretariat Labor	6,883.65
5034 Secretariat Expenses	497.78
5036 Partner Disbursement	24,158.87
5030 Fall conference expenses - Other	31,452.92
Total 5030 Fall conference expenses	62,993.22
5040 MINI Tech Expenses	2,646.50
5050 Rodeo Expense	127.70
Total 5020 Special Events Exp	65,767.42
6010 Awards and Grants	
6011 Scholarship Award	7,200.00
6020 Cash Awards and Grants	500.00
6030 Specific Assist Individual	100.00
6010 Awards and Grants - Other	90.00
Total 6010 Awards and Grants	7,890.00
6320 Operation Expenses	
2820 Business Expenses	
6181 Ins. - Liability, D & O	1,259.58
6557 Bank Charges	34.50
Total 2820 Business Expenses	1,294.08
6325 Contract Services	
6326 Secretariat	9,782.50
6327 Accounting Fees	575.00
Total 6325 Contract Services	10,357.50
6450 Facilities and Equipment	
6455 Equip Rental and Maint	71.64
Total 6450 Facilities and Equipment	71.64
6554 Supplies	341.01
6555 Telephone, Telecommun	1,969.36
Total 6320 Operation Expenses	14,033.59

PA Keystone Chapter of Solid Waste Association of N.America
Profit & Loss Budget Overview
October 2016 through September 2017

	<u>Oct '16 - Sep 17</u>
6600 Expenses; Other	
6610 Memberships and Dues	100.00
Total 6600 Expenses; Other	100.00
6800 Program Expenses	
6810 Secretariat reimb exp	447.18
Total 6800 Program Expenses	447.18
Total Expense	88,238.19
Net Ordinary Income	4,973.80
Other Income/Expense	
Other Income	
Interest Income 7000	1.08
Total Other Income	1.08
Net Other Income	1.08
Net Income	<u>4,974.88</u>

August Mini-Tech Update

Drone Mini-Tech with Greenhouse Tour scheduled for October 21, 2016 at:
Northern Tier Solid Waste Authority
Bradford County Landfill
108 Steam Hollow Rd
Troy, Pa 16947

Remote Intelligence will demonstrate how drones can be used for topographic mapping and volumetric analysis. For those interested, the drone demonstration will be followed by a tour of the greenhouses. Northern Tier Greens Greenhouse uses a portion of waste heat from NTSWA landfill gas to energy facility.

Denise Wessels, P.E.
Project Manager
SCS Engineers
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Association Software Options

	Level 1					Level 2				
	One-Time Setup Fee	Monthly Fee	Max Members	Emails Per Month	Storage	One-Time Setup Fee	Monthly Fee	Max Members	Emails Per Month	Storage
Wild Apricot	0	\$70	500	unlimited	2GB	0	\$130	2000	unlimited	2GB
StarChapter	\$899	\$100	800	60,000	2GB	\$1,499	\$150	5000	175,000	4GB

Current Expenses

Email Blasts - 468 active contacts today (241 current Chapter members, 227 other attendees, sponsors, exhibitors of Fall Conference)

Constant Contact

\$21.20 per month for under 500 contacts

\$41.40 per month for over 500-2,500

Website - CivicPlus

No charge – No ability to add significant content without charges per addition

Benefits of Association Software

Website, event management, and email communications (blasts) all in one place, working cohesively.

We would have control over content, additions, modifications of website.

All functionality is mobile responsive.

Other SWANA Chapters using StarChapter - Texas, North Caroline, Oregon

SWANA Chapters using Wild Apricot - South Carolina, Florida

North American Hazardous Waste Association also uses Wild Apricot

I recommend Keystone SWANA move to membership or association software. It can house the Chapter website, create and market events, and manage member communications. This software does incur a monthly cost, unlike our current website. However, there are significant costs to make any modifications to our current site that association software will not have (ex. adding "Safety", "Young Professionals", and changing the logo). Additionally, because association software can handle mass emails, the monthly cost of \$21.20 for Constant Contact (our email marketing software) will be eliminated.

Association software will give us control over content, additions, and modifications of the Chapter website. It has many mobile responsive templates to start building our website. The html and CSS code can also be edited to customize the templates further. It provides extensive event management, including creating custom online registration forms, accepting and tracking event payments, mobile attendee check in, and easily adding additional attendees on site. Events can also be customized to offer early bird pricing, coupon codes, and member-only prices.

I am recommending Keystone SWANA moves to Wild Apricot for our Chapter's website, marketing, and communication needs.

Chanda Martino